



WILLIAM A. BELL, SR.
MAYOR

CITY OF BIRMINGHAM

FINANCE DEPARTMENT

PURCHASING DIVISION

P-100 CITY HALL
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BIRMINGHAM, ALABAMA 35203-2227

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FINANCE DIRECTOR

RON NICKEL
PURCHASING AGENT

WILLIAM E. CAFFEE
ASSISTANT PURCHASING AGENT

December 13, 2012

INVITATION TO BID #13-03

Sealed bids for production of eighteen (18) display boxes with lighting and graphics, for the City of Birmingham will be received by the Purchasing Agent, Room P-100 First Floor City Hall, Birmingham, Alabama, until 2:00 p.m., December 21, 2012, at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.birminghamal.gov (go to link titled **Bidding Opportunities**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265, fax (205) 254-2484 and requesting a copy be mailed to you. Any addenda will be available on the internet, bidder is responsible for checking the website for addenda until bid opening date, and mailed to only those vendors who were provided a copy in person or by mail.

Bids are to be submitted on the bid form provided.

The City follows a policy of nondiscrimination. No contractor with the City should discriminate on the basis of race, sex, religion or national origin. Failure by the Vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.

The City reserves the right to reject any or all bids submitted in whole or part, and to waive any informalities.

Bid must be submitted in a sealed envelope marked, "**SEALED BID - DISPLAY BOXES - 2:00 P.M., 12/21/12**". Bids may be hand delivered to Room P-100 First Floor City Hall, Birmingham, Alabama, or mailed to City of Birmingham, P.O. Box 11295, Birmingham, Alabama 35202-1295. (**DO NOT MAIL BIDS TO ROOM P-100 FIRST FLOOR CITY HALL**). However, bids sent by any express carrier (i.e. Federal Express, UPS, DHL, etc.), must be mailed to 710 North 20th Street, Birmingham, Alabama 35203 and specify delivery to P-100 First Floor City Hall.

It is the bidder's responsibility to make sure that his bid is in the possession of the Purchasing Agent on or before 2:00 p.m., December 21, 2012. Bids received after this time will not be considered.


W. E. Caffee, Assistant Purchasing Agent

aj
B.N. 12-16-12

SPECIFICATIONS FOR PRODUCTION OF DISPLAY BOXES

GENERAL:

The City of Birmingham is seeking bids for production of eighteen (18) display boxes with lighting and graphics. The City intends to award to the lowest priced, responsive, responsible bidder(s) on a total lot basis. For the purchase of personal property, the City's policy is to apply a local preference option, as allowed by the State of Alabama Code Section 41-16-50, in determining the low bidder.

Municipalities are not liable for sales tax: reference Code of Alabama Section 40-23-4. Costs normally considered pass through costs (property tax, use tax, delivery charge, etc.) to the customer by the provider must be included in any fee proposed (Code of Alabama Section 40-12-222). For the purchase of personal property, the City's policy is to apply a local preference option, as allowed by State of Alabama Code, Section 41-16-50, in determining the low bidder.

Successful bidder shall not assign this contract to any other party without prior written approval of the City of Birmingham. This contract shall not be assigned to an unsuccessful bidder who was rejected because he was not a responsive or responsible bidder.

The contract shall become effective from the date noted in the Notification of Award letter which will be mailed to the successful vendor.

The City's standard payment term is Net-30 Days from acceptance. Exception may be allowed for discounted early payment, such as 2%-10, Net 30 Days. The reference date for all such discounted early payment terms will be the date the invoice is received or the date the goods are received, whichever is later. In the event of a dispute the City's records shall prevail. **The City will not consider any bids requiring C.O.D. payments.**

Any questions concerning these specifications should be addressed to Mayors Office Special Projects, Renee Kemp-Rotan, phone: (205) 254-2406, cell: (205) 215-9455, between the hours of 8:00 a.m. & 5:00 p.m. Monday through Friday.

Failure to adhere to any or all terms, conditions and specifications as set forth in the contract may result in the immediate termination of the contract. Should termination occur, the holder of the contract may be declared a non-responsible vendor. This declaration may result in the rejection of any future bids submitted by the vendor for a period of time to be determined by the City.

Contract award to purchase the materials covered in this bid document shall be construed under and governed by the laws of the State of Alabama and each party hereto irrevocably agrees to be subject to the jurisdictions of the courts of the State of Alabama.

The City of Birmingham does not anticipate utilization of a long, formal, written contract document to bind the City and successful bidder(s) to an agreement. The City will issue purchase orders to the successful bidder(s) as material is required. The successful bidder(s) acknowledges by acceptance of City purchase orders for awarded items that the bidder is bound to the terms, conditions and requirements as stated in this document.

Bidder (and its employees, agents and any subcontractors) shall not discriminate on the basis of race, color, national origin or sex in the performance of the services contemplated hereunder. Failure by the bidder to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

Bidder acknowledges and agrees that, consistent with federal law and City's public policy, it will encourage disadvantaged business enterprise (DBE) participation to the extent permitted by law. A "disadvantaged business enterprise" is a for-profit small business concern (i) at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (ii) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. In accordance with federal law, a "socially and economically disadvantaged individual" includes African Americans, Hispanic Americans, Native Americans, Asian-Americans, women, and any additional groups designated as socially and economically disadvantaged by the federal Small Business Administration.

Successful bidder acknowledges and agrees that the City has the right to deduct from total amount of consideration to be paid, if any, to the successful bidder under this agreement all unpaid, delinquent, or overdue license fees, taxes, fines, penalties and other amounts due the City from the successful bidder.

The City of Birmingham must have a copy of the successful bidder's current City of Birmingham business license prior to formal award of contract. Each bidder may submit a copy of his/her license along with his/her bid. However, bidder must provide a copy of his/her current business license no later than seven (7) working days of receipt of notice of intent to award. Failure to submit the requested information will result in the notice of intent to award being revoked.

Any successful bidder who is not currently set up as a vendor in the City of Birmingham vendor file will be required to submit a completed W-9 tax form prior to any award. The W-9 tax form may be submitted with your bid or no later than seven (7) working days of receipt of notice of intent to award.

Successful Vendor (located in the State of Alabama or located outside of the State of Alabama, but employs one or more employees within the State of Alabama) represents and warrants that it does not knowingly employ, hire for employment, or continue to employ an "unauthorized alien", as defined by the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (H.B.56) of the Alabama Legislature, as amended from time to time (the "Act") and that, during the performance of this contract, Vendor shall participate in the E-Verify program as required under the term of the Act. Vendor agrees to comply with all applicable provisions of the Act. As a condition for the award of any contract, Vendor shall provide documentation establishing that the Vendor is enrolled in the E-Verify program, or a signed, written statement that the Vendor does not have a presence (one or more employees) in the State of Alabama. Vendor may submit applicable documentation with his/her bid or no later than seven (7) working days of receipt of notice of intent to award.

TIME IS OF THE ESSENCE

Production of all eighteen (18) display boxes must be completed by February 22, 2013 to meet the first scheduled exhibition date the first of March, 2013. City will coordinate shipping arrangements from the construction site with the successful bidder at City's expense.

Bids will open December 21, 2012, approval for expenditure of funds will appear on the Birmingham City Council Agenda January 2, 2013, vendor should receive formal notice of award January 4, 2013 along with purchase order.

Any delays resulting from the City's failure to provide necessary documents, information or materials in a timely manner will result in an extension of time of completion equivalent to the length of the time of the delay.

CITY OF BIRMINGHAM –BID SPECIFICATIONS
2013 TRAVELING EXHIBIT-TAKING HISTORY TO THE STREETS
FOR THE 50TH ANNIVERSARY OF THE 1963 BIRMINGHAM CIVIL RIGHTS CAMPAIGN

Production of eighteen (18) Display Boxes with Lighting & Graphics

THIS IS A THREE WEEK CONSTRUCTION PROJECT. JANUARY 10, 2013 IS EXPECTED COMPLETION DATE.

A. EXHIBIT OVERVIEW:

2013 marks the 50th Anniversary of the 1963 Birmingham Civil Rights Campaign. To commemorate this upcoming year, the Mayor of Birmingham/Office of Special Projects has agreed to plan, develop and design an ten (10) city traveling exhibition on civil rights. Seven (7) of the ten (10) cities are called Civil Rights/Kinship Cities with Mayors and historians who have helped to provide content for the exhibition. The remaining four cities are added to the list of venue cities that will receive the exhibit, as well.

The exhibition will travel to each of the seven Civil Rights/Kinship Cities; The Civil Rights/Kinship Cities are Birmingham, AL, Montgomery AL, Selma, AL, Jackson MS, Memphis TN, Columbia SC, and Washington, DC. In addition, the exhibit will travel to other Venue cities of New York, NY, Chicago Ill, and New Orleans, LA.

Each of the seven (7) Civil Rights/Kinship City will each have two (2) display boxes in the exhibit called “time capsules”, equaling fourteen time capsules in total. In addition, the exhibit will have two intro boxes and two exit boxes, making the total exhibit display box count eighteen (18) boxes. The design challenge is to fabricate eighteen (18) acrylic exhibit boxes (i.e. display cases) by no later than February 22, 2013.

Eleven (11) cities will display the TAKING HISTORY TO THE STREETS exhibit at public libraries and museums designated for each Venue City. The exhibit must be built to specifications below and must be constructed to endure the necessities of shipping and installation as it makes the rounds to each of the venue cites listed above over the period of 18 months. The exhibition must be ready for installation in Selma, AL in time for the opening of the exhibition the first of March.

B. CONSTRUCTION BIDDING INFORMATION:

DISPLAY BOX TYPES:

1/INTRO BOXES : The exhibit will have two (2) INTRO BOXES

- With one (1) flat screen imbedded per intro box
- City will provide flat screens.

2/EXIT BOXES: The exhibit will also have two (2) EXIT BOXES at end of exhibit circulation.

- With one (1) flat screen imbedded per exit box.
- City will provide flat screens.

3/TIME CAPSULE/EXHIBIT BOXES: Each city will have two (2) TIME CAPSULE/EXHIBIT BOXES.

- One (1) TIME CAPSULE BOX for the past (red) and one for the future (green).
- Each TIME CAPSULE/EXHIBIT BOX will have one (1) I-pad per box, for multi media content, such as film, music, audios.
- City will provide fourteen (14) I-pads.

NOTE: City will provide all AV mounts associated with displays.

C. MATERIALS:

1/ACRYLIC MATERIAL is the primary material for CONSTRUCTION OF each of the boxes

- Each box uses acrylic to allow interior box lighting to illuminate artifacts, photos, text & cutouts.
- Thickness of acrylic will range from ¼ inch thick to ½ inch thick. See thickness assumptions, below.
- Colors of acrylic are red, black and green. See sample specs for color usage. Appendix.
- Red laminate may be used in lieu of red acrylic for display box base.

2/ACRYLIC SURFACE TYPES include:

- Transparent acrylic as display windows for artifacts
Each display box will have two (2) display windows 24 inches wide by 72 inches tall
This equals 28 display windows made of transparent acrylic
- Opaque acrylic (red) for interior shelf for artifact display.
Each display box will have one (red) opaque acrylic shelf
This equals fourteen (14) shelves
- Translucent acrylic for photo panels and cut out panels
Each display box will have two
Each display box will have one cut out panel each

3/ACRYLIC THICKNESS assumptions range from:

- ¼ inch to ½ inch thickness for transparent panel use, opaque shelves and translucent cutout panels to ensure structural integrity of the display box. Bidder must provide with his bid the specific size proposed to be used in the construction for all three (3) panel applications.

Vendor will supply sample options of acrylic color and acrylic thickness for review and approval with bid.

4/STRUCTURAL INTERGRITY

- City expects that vendor will devise a structural framing system that supports the acrylics, artifacts and that construction will safely sustain the rigors of shipping and installation.

D. MEASUREMENTS:

1/EXHIBIT BOXES: Dimensions for Intro, Exit and Time Capsule Boxes

- Each box/time capsule has the following dimensions.
- Approximately 48 inches width x 24 inches depth x 72 inches height.

E. CONTENT:

City will supply all content for intro, exit and exhibit boxes: including 1) text, 2)photos, 3)artifacts and 4)multi-media.

DISPLAY BOX TYPES:

1/INTRO BOXES (2):

City will supply film and DVDs shown on both flat screens.

- a. City will supply TWO (2) flat screens
- b. One flat screen per exit box.

2/EXIT BOXES (2):

City will supply film and DVDs shown on both flat screens.

- a. City will supply TWO (2) flat screens
- b. One flat screen per intro box.

3/EXHIBIT BOXES (14):

City will supply all content for exhibit boxes : including 1) text, 2)photos, 3)artifacts and 4)multi-media.

Vendor will supply all graphics services under this contract.

DISPLAY BOX CONTENT:

1/TEXT:

City will supply all written text on disc or jump drive to vendor:

- a. Vendor graphics services will include "silk screening" text onto acrylic surfaces.
 - 1) Text will be "screened" onto transparent Acrylic that encloses artifacts
 - 2) Text will be "screened" onto panels of black or red or green Acrylic See Appendix
 - 3) Fonts. City has determined that all fonts will be Agency FB unless otherwise noted in exhibit specs. Mistral fonts will be used to highlight information on each exhibit box. Color of fonts will be either black or red throughout all text displayed.

2/PHOTOS:

City will supply high-resolution photos where possible

- a. Vendor will use photos from jump drive or disc provided by the city
- b. Vendor will place photos in locations on exhibit boxes as determined by exhibit Script and Specs. See attached for examples.

3/ARTIFACTS:

City will supply all artifacts. See Artifacts Content List see appendix

"ORIGINAL" DOCUMENTS WILL BE PLACED IN VITRINES 11 INCHES X 17 INCHES. Each city will allow for two (2) documents cases per city. One (1) document case per display box.

4/ARTIFACT DISPLAY WITHIN BOXES

- a. Each KINSHIP CITY box will also have one horizontal interior shelf to be inserted inside display box at a height of 32 inches from the ground. This interior shelf will be used for the display of artifacts.
- b. Each KINSHIP CITY display box will have an "insert panel" that separates the interior space of each exhibit box, vertically. (Thus, each interior shelf measuring 48 inches x 24 inches is cut in half by the vertical insert to now include two (2) 24 inches x 24 inches shelf/area opportunities within the interior of each of the Kinship City boxes)
- c. The INTRO boxes will allow for flat screens inserted on front of each INTRO BOX and one artifact slot on the rear of each INTRO box to accept the display of vintage cameras and vintage radios.

5/CUTOUT PANELS

- a. Each Kinship City will have two (2) exhibit boxes: One red for the past and one green for the future
- b. Each display box will have one cutout panel, on one end of each box.
- c. Each cutout panel measures 24 inches wide and 72 inches tall.
 - o The end panel for the red box(civil rights/past) will carry:
A slogan of defiance- the letters of this slogan will be cutout from the Acrylic
 - o The end panel for the green box (civil rights/past) will carry:
A motto of the city- the letters of this motto will be cutout from the Acrylic

6/LIGHTING OF EXHIBIT BOXES

- Each box is to be an internally lit display case.
- Lighting within each box will allow the cutout letters to be "illuminated"

7/MULTI MEDIA/CONTENT

- City will provide one flat screen TV for each intro and exit box, equaling four (4) flat screens, total
 - Flat screen dimensions are 20 inches
- One I-pad per Kinship City box for multi media presentations, equaling fourteen (14) I pads, total
 - I-pad measurements approx 8 inches by 6 inches to be mounted on each of the 14 kinship city boxes. City will supply I pads. Assume all I pads are Wi-Fi

8/EXHIBIT LAYOUT/WHEELS:

- Please arrange for each box to have wheels so that the layout of the exhibit boxes can have maximized layout flexibility at each venue. The minimum space needed for the complete layout will be approx 1500 SF. Please anticipate circulation space of approx 3 feet around each box for ADA circulation requirements.

9/COLOR SCHEME FOR EXHIBIT BOXES:

- Time capsule for the past will be made of black Acrylic with red accents
- Time capsule for future will be made of black Acrylic with green accents

10/LOGO:

- 50th Anniversary logo will be supplied by the city to use in the production of the INTRO AND EXIT BOXES.

SEE APPENDIX: DRAWINGS, ELEVATIONS TEXT SAMPLES, PHOTO SAMPLES FOR SPECIFIC SIZES AND CONFIGURATIONS.

NOTE: Vendor will provide all labor for construction. Provide city with acrylic samples for color approval and opacity levels for Acrylic. For example- clear acrylic or acrylic will be used to showcase artifacts on interior shelves of boxes. Opaque or translucent acrylic will be used in remainder of boxes. Vendor will provide all acrylic to be used in the display cases, clear and semi-opaque. Vendor will also provide self-illuminated light fixtures battery operated to light artifacts and box interiors. Each display will require 110V connection and/or stand alone battery operated lighting/electrical system.

All digital content provided by the city will be in the form of Word Documents, Adobe PDFs, JPEGs and Powerpoint.

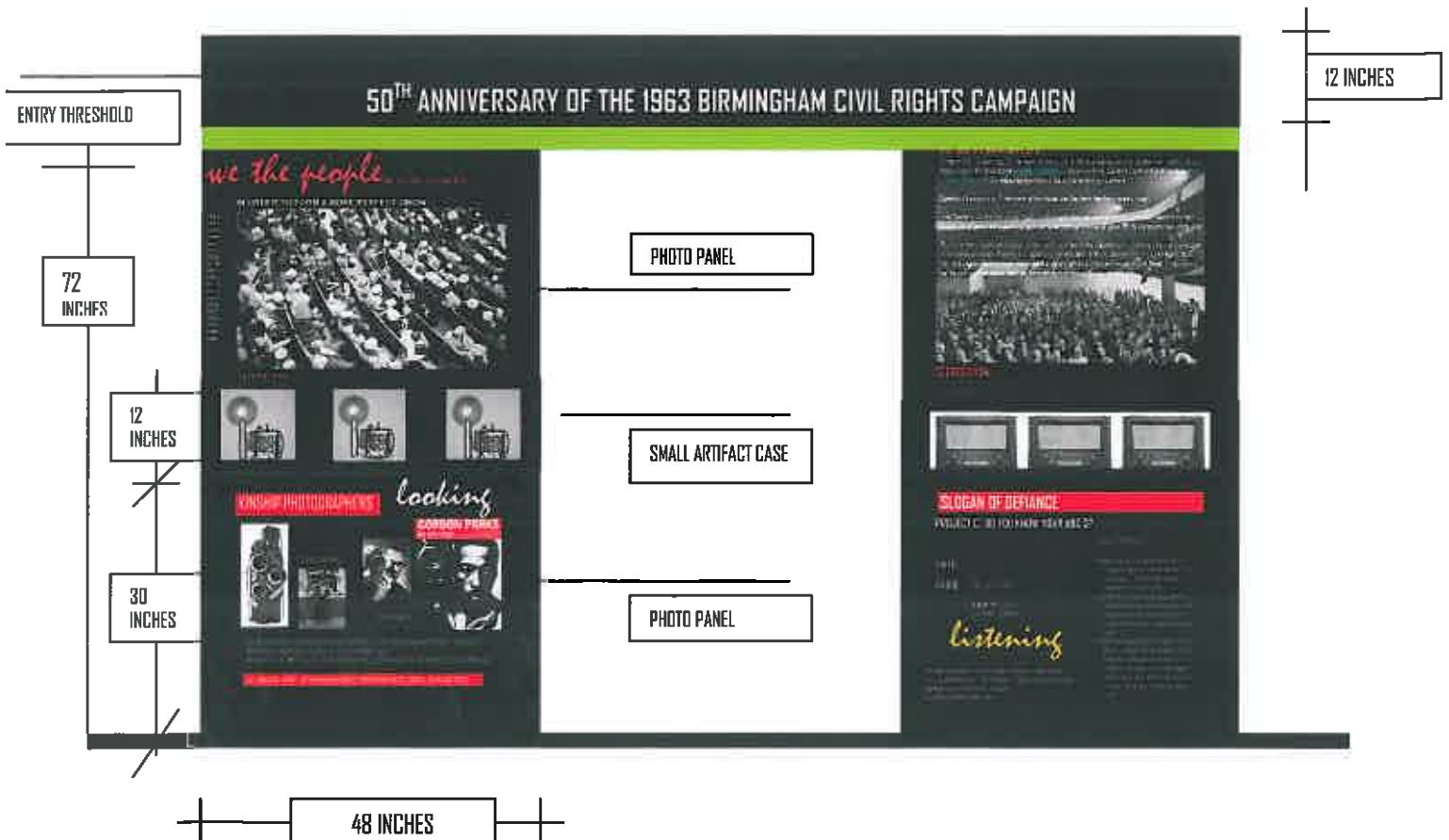
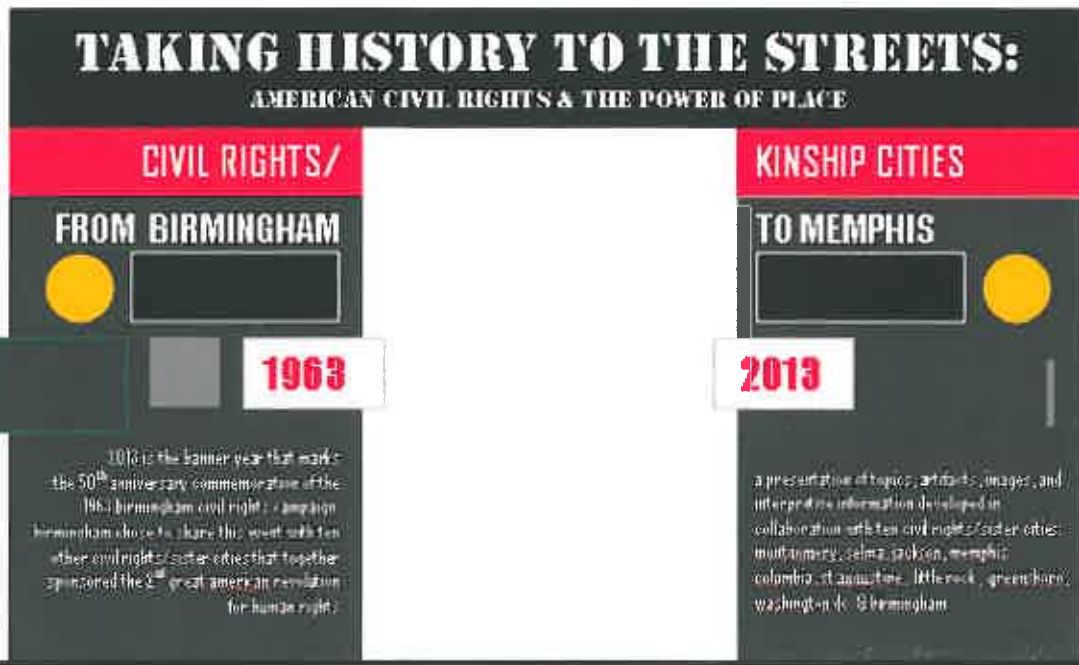
OPTION: Bidder is asked to provide a price to construct appropriate shipping crates for the display boxes. Shipping crates should be designed to properly use the displays, be reusable for shipping between venue sites and have adequate structural integrity to endure normal use and handling for the ten (10) venues during the eighteen (18) month travel period. Option will only be a factor of consideration in determining the low bidder if selected at time of award.

If any questions about the bid description please contact:

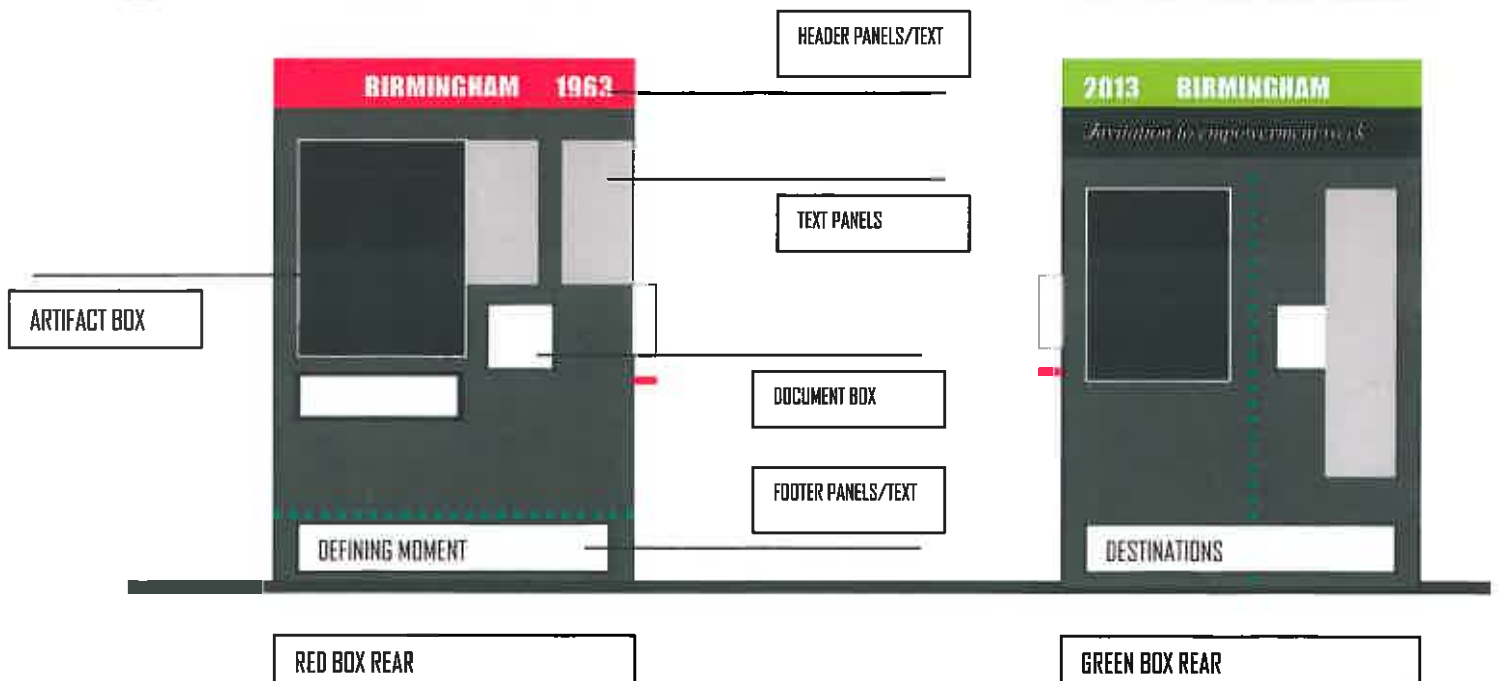
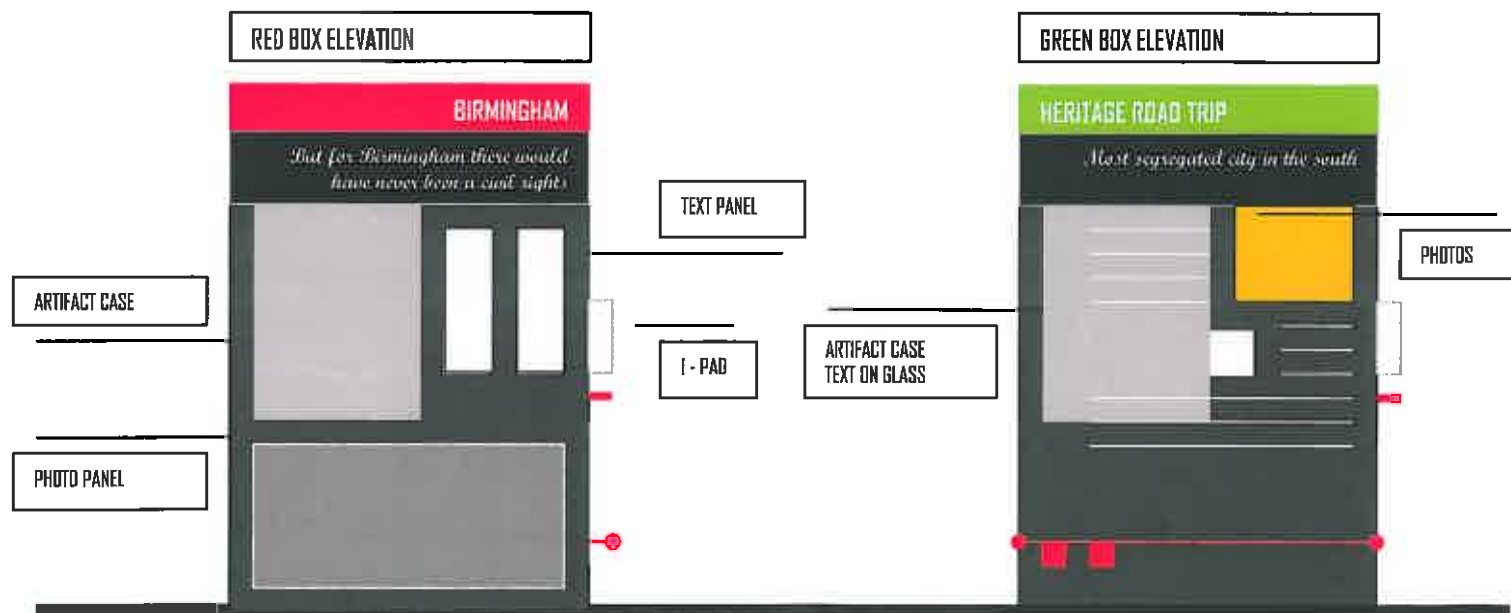
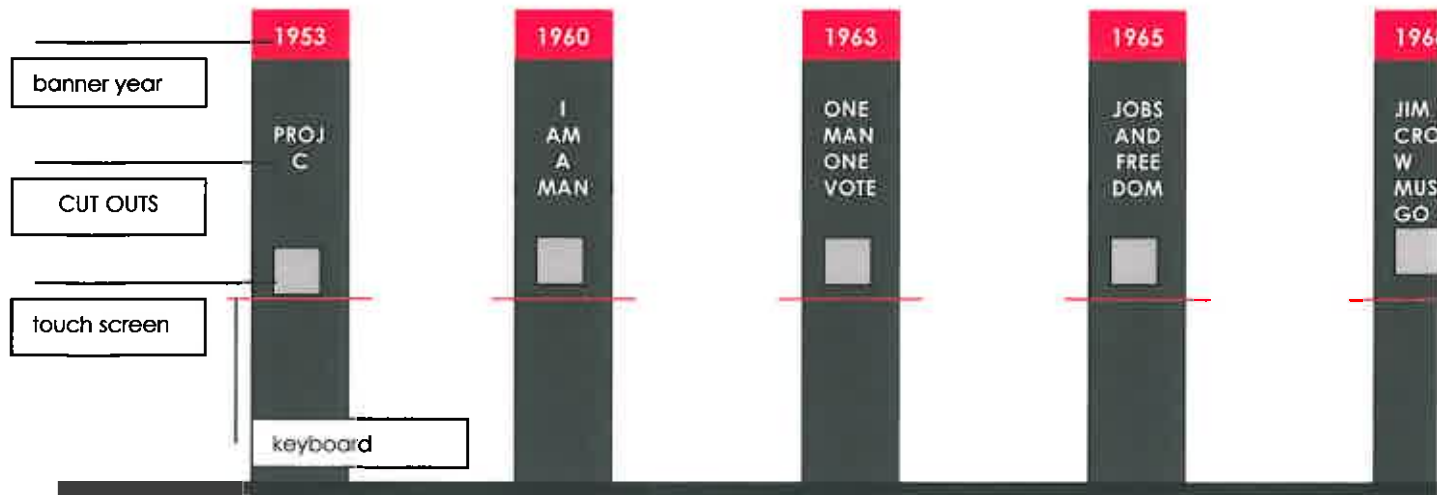
Ron Nickel
Purchasing Agent
Phone: (205)254.2901
Fax: (205) 254.2484
Email: ron.nickel@birminghamal.gov

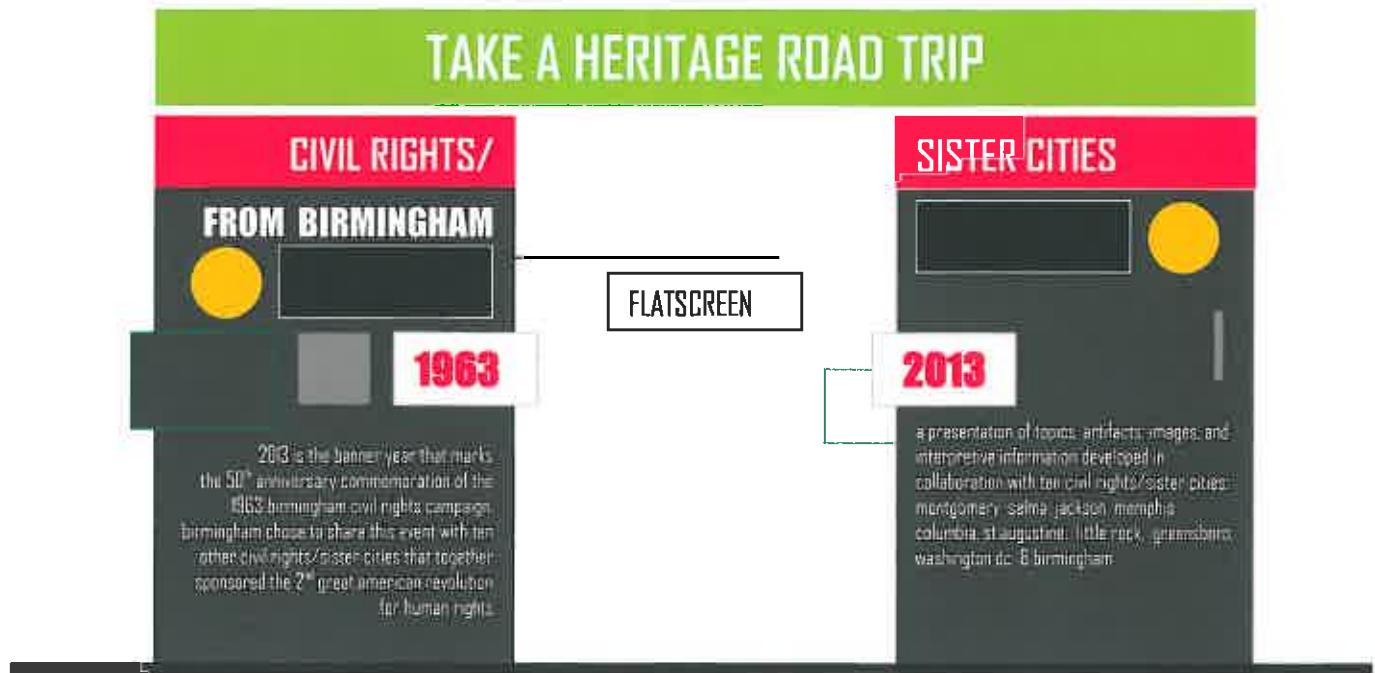
APPENDIX

1/INTRO EXHIBIT DISPLAYS RKR DRAFT 11/15/12



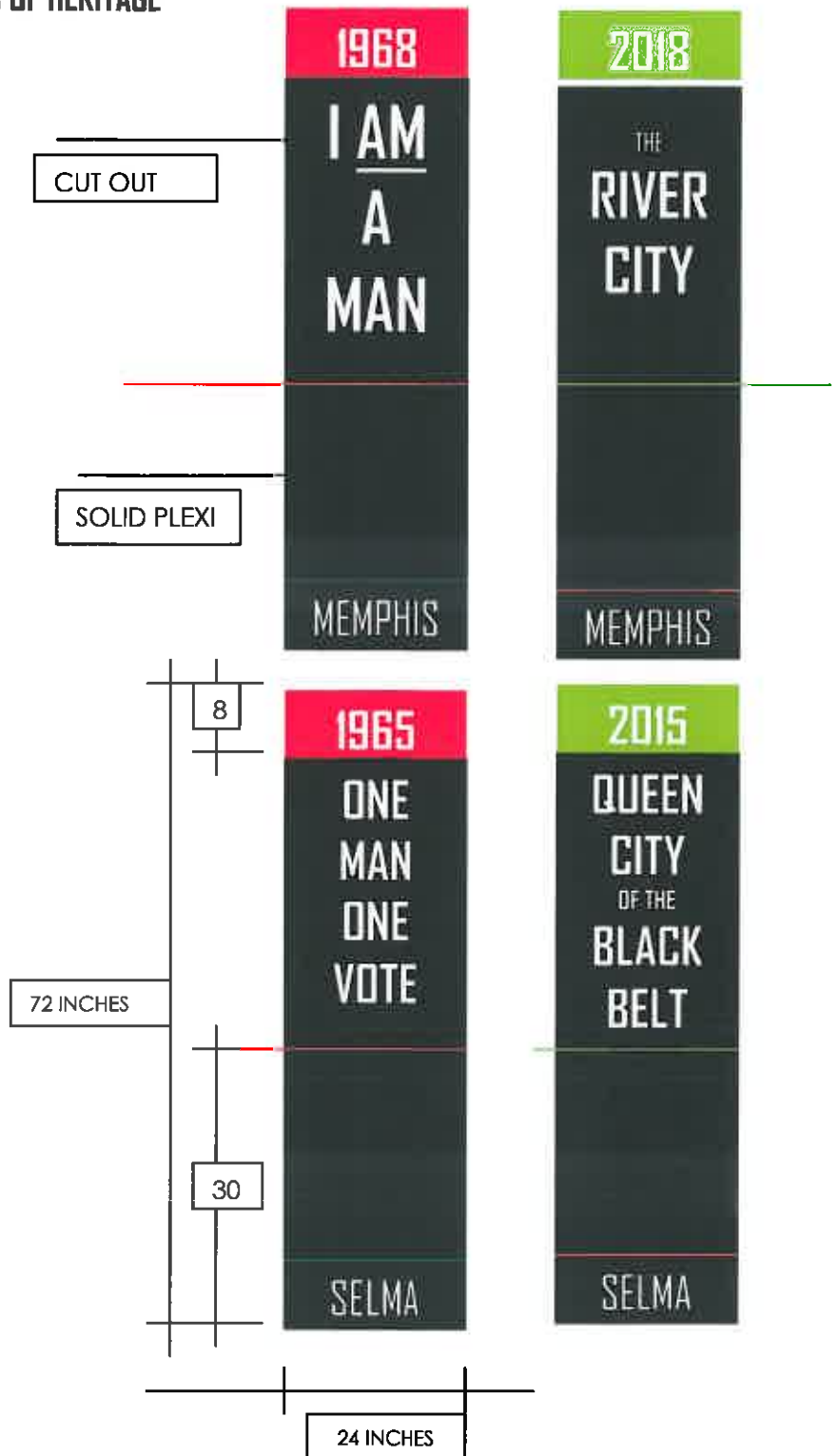
2/PROTOTYPE DESIGN/KINSHIP CITY PANELS/CUT OUT END PANELS/ PLUS INTRO PANELS





4/SPECIFICATIONS FOR CUTOUTS:

CIVIL RIGHTS/KINSHIP CITY-BOXES
EXAMPLE OF END PANELS WITH CUTOUTS
SLOGANS OF DEFIANCE/SLOGANS OF HERITAGE



5/EXHIBIT LAYOUT OPTION

APPROX 1.000- 1.500 SF



"Time capsules"
For display of
church robes.
Fire hoses, 900
pairs of
shoes/childrens
arrested
1/Salute to
ministers
2/salute to foot
soldiers
3/salute to
organizations

INTRO

INTRO

1

2

3

4

5

6

7

8

9

10

11

12

13

14

EXIT BOXES

2 FT

3 FT

4 FT

3 FT

4 FT

3 FT

4 FT

3 FT

4 FT

3 FT

2 FT

3 FT

38
FT

3 2 3 2 6 2 3 2 3

26 FEET

38 FEET X 26 FEET + 988 FEET= APPROX 1.000 SF

CONCEPT BOXES REGIONAL EXHIBITION RKR 11/2/12



BUS BOYCOTT



382

Number of days blacks refused to take the public bus

Sparked by the arrest of Rosa Parks on 1 December 1955, the Montgomery bus boycott was a 13-month mass protest that ended with the U.S. Supreme Court ruling that segregation on public buses is unconstitutional. The Montgomery Improvement Association (MIA) coordinated the boycott, and its president, Martin Luther King, Jr., became a prominent civil rights leader as international attention focused on Montgomery. The bus boycott demonstrated the potential for nonviolent mass protest to successfully challenge racial segregation and served as an example for other southern campaigns that followed.

walking

HERITAGE ROAD TRIP

PANELS 2A/2B

TOURS

HERITAGE ROAD TRIP **1**




BIRMINGHAM




BIRMINGHAM CIVIL RIGHTS INSTITUTE

HERITAGE ROAD TRIP **2**




COLUMBIA




S.C. STATE MUSEUM

HERITAGE ROAD TRIP **3**




JACKSON




JACKSON CIVIL RIGHTS MUSEUM

HERITAGE ROAD TRIP **4**




MONTGOMERY




ROSA PARKS MUSEUM

HERITAGE ROAD TRIP **5**



SELMA



VOTING RIGHTS MUSEUM

HERITAGE ROAD TRIP **6**

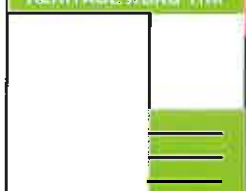


MEMPHIS




NATIONAL CIVIL RIGHTS MUSEUM

HERITAGE ROAD TRIP **7**



WASHINGTON DC



AFRO-AMERICAN HISTORY CULTURE

TAKING HISTORY TO THE STREETS:

AMERICAN CIVIL RIGHTS & THE POWER OF PLACE

CIVIL RIGHTS/

FROM BIRMINGHAM

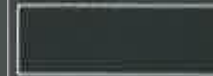


1963

2013 is the banner year that marks the 50th anniversary commemoration of the 1963 Birmingham civil rights campaign. Birmingham chose to share this event with ten other "sister cities" that together sponsored the 2nd "great american revolution" for human rights.

KINSHIP CITIES

TO MEMPHIS



2013

a presentation of topics, artifacts, images, and interpretive information developed in collaboration with ten civil rights/sister cities: montgomery, selma, jackson, memphis, columbus, atlanta, atlanta, little rock, greenboro, washington, d.c., & birmingham.

50TH ANNIVERSARY OF THE 1963 BIRMINGHAM CIVIL RIGHTS CAMPAIGN

we the people



KINSHIP PHOTOGRAPHS

looking



THE CIVIL RIGHTS MOVEMENT: A HISTORY OF STRUGGLE AND TRIUMPH



1963



WELCOMING OF DEFENDANCE

RECEIVED BY DEFENSE

DEFENSE

DEFENSE

DEFENSE

DEFENSE

listening

THE CIVIL RIGHTS MOVEMENT: A HISTORY OF STRUGGLE AND TRIUMPH

BID FORM

W. E. Caffee
Assistant Purchasing Agent
Birmingham, Alabama

Submitted below is my firm bids for production of display boxes for the City of Birmingham, in accordance with your invitation to bid and specifications dated December 13, 2012. Prices quoted are in accordance with specifications except as listed below.

Approx. Qty.	Description	Total Price
1	Lot production of 18 Display Boxes as per bid specifications	\$
Option:		
1	Lot shipping crates for Display Boxes	\$

I hereby certify that we do not discriminate in employment of our personnel against any persons on account of race, creed, color, sex, or national origin, and acknowledge and agree, that the City encourages minority and women owned business participation to the maximum extent possible. This policy includes Historically Underutilized Business Enterprises such as architectural firms, engineering firms, investment banking firms, other professional service providers, and construction contractors as part of the City's business, economic and community revitalization programs.

EXCEPTIONS TO SPECIFICATIONS:

Date of Bid

Company

Street Address

Post Office Box (Zip if different from street address)

Email Address

City State Zip

Tax ID Number

Terms of Payment

Name (Print or Type)

Delivery Date

Signature

Telephone Number

Title

Fax Number